
CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA
Mendy Schuster, Mayor
Russ Brown, Mayor pro tem
Dawn Miller • Patrick Parrish • Curtis Bortle

Susanville City Council
Special Council Meeting • City Council Chambers
Tuesday, April 23, 2024 – 5:00 PM

CALL THE MEETING TO ORDER
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): *Any person may address the Council at this time upon any subject for discussion during Closed Session.*
3. **CLOSED SESSION:** No business.
4. **RETURN TO OPEN SESSION:** (recess if necessary)
 - *Reconvene in open session*
 - *Pledge of allegiance*
 - *Invocation*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
5. **BUSINESS FROM THE FLOOR:** *Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting.*
Presentations are subject to a five-minute limit.
6. **CONSENT CALENDAR:** No business.
7. **PUBLIC HEARINGS:** No business.
8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**
9. **NEW BUSINESS:**
 - 9.A [Consider Resolution No. 24-6303, amending the Susanville City Council Committee List](#)
10. **CONTINUING BUSINESS:**
 - 10.A [Consider Resolution No. 24-6304, approving expenditure of ARPA funds for infrastructure improvements, general plan update, and marketed as presented in proposed ARPA Expenditure Plan. Consider direction to staff regarding providing ARPA funds for private non-profit entities for community benefit.](#)
11. **CITY MANAGER REPORTS:**
12. **FUTURE COUNCIL ITEMS:**

13. **ADJOURNMENT:** *I, Heidi Whitlock, City Clerk of the city of Susanville, do hereby certify that an original of the NOTICE OF CALL OF SPECIAL MEETING, April 23, 2024 at 5:00 p.m. was delivered to each and every person set forth on the list contained herein on the 19th day of April, 2024. A copy of said Notice is attached hereto.
I declare under penalty of perjury that the foregoing is true and correct.
Dated at Susanville, California this 19th day of April, 2024.*

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: April 23, 2024

SUBJECT: Consider **Resolution No. 24-6303**, amending the Susanville City Council Committee List

PRESENTED BY: Dan Newton, City Manager

SUMMARY: Susanville City Council members, as part of their official elected duties, serve on various boards, commissions, and committees. After an election, when the City Council has been reorganized, or at other times when representation has changed, it is customary for the Mayor to make recommendations for committee appointments which are then discussed and either accepted or amended by the City Council. The recommendations are then formally adopted by the City Council by resolution.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 24-6303, amending the Susanville City Council Committee List.

ATTACHMENTS:
[24-6303.pdf](#)

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Exhibit A
SUSANVILLE CITY COUNCIL COMMITTEE LIST
 April 23, 2024 * Resolution No. 24-6303

<u>Committee</u>	<u>Representative</u>	<u>Meetings</u>
Abandoned Vehicle JPA	Patrick Parrish Curtis Bortle (alt)	Annual. No current meeting schedule
Airport Land Use Commission	Russ Brown Curtis Bortle Mendy Schuster (alt)	No current frequency. Thursday at 1:30 pm as needed.
Association of California Cities Allied with Public Safety (ACCAPS)	Patrick Parrish Mendy Schuster (alt)	Annual
CDBG Loan Committee	Dawn Miller Mendy Schuster	As Needed During Business Hours.
Citizens Advisory Committee (CAC)	Curtis Bortle	Bi-monthly, fourth Monday, at 12:00 pm
Honey Lake Valley Recreation Authority	Curtis Bortle Russ Brown Dawn Miller (alt)	Monthly/ third Tuesday, 3:00pm
Local Agency Formation Commission (LAFCO)	Mendy Schuster Dawn Miller Russ Brown (alt)	Every other month, second Monday – 3:00 pm
Lassen County Air Pollution Control District	Patrick Parrish Mendy Schuster Curtis Bortle Dawn Miller (alt)	Monthly, second Tuesday – 3:00 pm
Lassen County Coordination Council	Curtis Bortle Dawn Miller	Monthly, third Monday-6:30 pm
Lassen County Transportation Commission (LCTC) Lassen Transit Authority	Dawn Miller Russ Brown Mendy Schuster Patrick Parrish (alt)	Monthly, second Monday-1:00pm
Lassen Regional Solid Waste	Russ Brown Patrick Parrish Mendy Schuster (alt)	Monthly, fourth Tuesday

1	League of California Cities	Mendy Schuster Russ Brown (alt)	Quarterly, No Current Schedule
2			
3	Regional Water Management Group	Russ Brown Bob Godman (alt)	As Needed, During Business Hours
4			
5	Emergency Medical Care Committee (EMCC)	Curtis Bortle	As Needed, During Business Hours
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AGENDA ITEM NO. 10.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: April 23, 2024

SUBJECT: Consider **Resolution No. 24-6304**, approving expenditure of ARPA funds for infrastructure improvements, general plan update, and marketed as presented in proposed ARPA Expenditure Plan. Consider direction to staff regarding providing ARPA funds for private non-profit entities for community benefit.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Attached is a proposed ARPA expenditure plan for City Council's consideration. Staff is requesting City Council consider adopting Resolution No.24-6304, approving the city infrastructure improvement projects, allocating \$200,000 in ARPA funds for the general plan update, and expenditure of \$159,000 for marketing Susanville.

Staff is also requesting that City Council earmark funds to be used as private investment for community benefit and direct the City Manager to negotiate terms and conditions of project delivery and property acquisition agreements as appropriate. Once completed, draft agreements will be brought back to City Council for comment and approval.

History:

On December 20, 2023, City Council discussed the proposed expenditure of ARPA funds. The discussion included the list of projects received and ranking criteria.

On January 17, 2024, City Council again discussed the proposed expenditure of ARPA funds. The discussion included a ranked list of projects. Council directed staff to bring back a report regarding the city's debt pay-off amount, including interest savings if the loans were paid off, and a plan to bolster the city's code enforcement program. Staff provided reports on both of the items at the meeting. In addition, the City Council set February 7, 2024 as the deadline for submitting requests for the use of ARPA funds.

On February 7, 2024, City Council discussed the item and took input from the public. Council directed staff to prepare a recommended ARPA expenditure plan based on the discussed ranking criteria, with consideration of previously discussed funding categories and any

other consideration as directed by Council.

On February 21, 2024, City Council discussed the item again and took input from the public. Staff has prepared a recommended ARPA expenditure plan for consideration by City Council.

On March 4, 2024, City Council considered a draft ARPA expenditure plan, and directed staff to bring the item back after the new city council was seated.

The American Rescue Plan Act provided approximately \$3.5 million to the city of Susanville. The funds can be used for a variety of items with an expenditure/obligation deadline of December 31, 2024. On January 6, 2022, the U.S. Department of Treasury released their Final Rule for Coronavirus State and Local Fiscal Recovery (SLFRF) under ARPA. The most flexible spending category under the SLFRF grant program is "Replacement of Lost Revenue" for government services, which the final rule says generally includes any service traditionally provided by local governments. To take advantage of this category of spending, the interim rule required all grantees, regardless of size, to perform a complex calculation to determine how much revenue a locality could claim as lost. The final rule presents a significantly simpler option by permitting local governments to choose a "standard allowance" for lost revenue of \$10 million for the lifetime of their grant. Local governments may continue to use the amount provided under the calculation, but for those that select the standard allowance, they may use up to \$10 million for government services with streamlined reporting requirements compared to those that choose to stay with their calculated amount. In practice, almost no Non-Entitlement Unit of local governments received a grant larger than \$10 million under the SLFRF program. So, in effect, the rule excuses all local governments with fewer than 50,000 residents who received their grant through their state from requirements associated with the calculation of lost revenue, if they choose, and instead allows all those smaller cities and towns to claim the standard allowance. The city has approximately \$2.5 million in ARPA funds remaining. At previous council meetings the City Council discussed apportioning the funds to the following categories: \$1,000,000 for economic development as an external investment. For example, improving Main St. building facades. \$500,000 for economic development as an internal investment. For example, hiring an outside firm to provide professional development training to city staff and recommend improvements to development processes. \$500,000 for marketing Susanville and \$500,000 for city facility repairs and improvements. Input has been provided by the public as well as city staff and council members.

FISCAL IMPACT:

Expenditure of approximately \$2.65 million in ARPA funds.

Resolution No. 24-6304 authorizes the expenditure of \$1,204,000 in

ARPA funds for city facility improvements, economic development marketing, general plan updates, and economic development marketing campaigns.

Consider earmarking or allocating the remaining \$1,446,000 for various other projects to be discussed at the meeting.

ACTION REQUESTED:

Motion to approve Resolution No. 24-6304, approving expenditure of ARPA funds for infrastructure improvements, general plan update, and marketed as presented in proposed ARPA Expenditure Plan. Consider direction to staff regarding providing ARPA funds for private non-profit entities for community benefit.

ATTACHMENTS:

[Proposed ARPA Expenditure Plan.pdf](#)
[24-6304.pdf](#)

Proposed ARPA Expenditure Plan

Introduction:

In 2022, the city of Susanville received \$3.59 million in American Rescue Plan Act (ARPA) funds. The funds were received during a time of financial crisis for the city, when the city was facing a \$1.2 million deficit budget. Approximately \$0.94 million in ARPA funds have been expended for items such as operating capital, essential worker premium pay, and numerous smaller items. The city has \$2.65 million in ARPA funds remaining for disbursement.

The intended use of ARPA funds encompasses an approach aimed at addressing pressing needs, fostering recovery, and promoting long-term resilience within our community. These funds were earmarked for a variety of critical purposes, including but not limited to economic revitalization, public health initiatives, infrastructure improvements, and support for vulnerable populations affected by the COVID-19 pandemic. Specifically, this proposal allocates ARPA funds towards stimulating local businesses and enhancing infrastructure and services. Through strategic allocation and responsible stewardship of ARPA funds, we aim to build a stronger, more resilient community that is better equipped to thrive in the face of future challenges.

Many promising ideas have been brought forward by community members, the City Council, community organizations, and city staff. The engagement from the community on this item has been impressive and inspiring. Unfortunately, there is not enough funding available to accommodate all of the requests. This proposed plan has been prepared for the Council's consideration, the plan takes into account previous discussions at public meetings, Council direction, and public input. The proposed plan considers the scoring matrix, overall community benefit, public infrastructure, and debt repayment.

The scoring matrix and criteria definitions are included in this report as Attachment A. Projects were scored across sixteen (16) categories and overall project scores ranged from 10 to 30. To provide continuity between previous and current discussions, each project was placed into one of five categories closely representing each of the four (4) categories that were derived during 2022 City Council discussion. The four (4) 2022 categories are as follows:

1. Economic Development – External Investment
2. Economic Development – Internal Investment
3. Economic Development – Marketing
4. City Infrastructure Improvements

A fifth debt repayment category has been added as shown on the next page. All recommended projects scored 22 or above on the ranking criteria matrix. Many high-scoring projects are not recommended for funding in part to ensure that critical infrastructure needs within the city and partial debt repayment are addressed.

The proposed ARPA fund expenditures have been divided into 5 categories as provided below and included in the attached project ranking list/scoring matrix (Attachment A).

- Category 1: Private investment for community benefit
- Category 2: Invest in marketing of Susanville to support economic development.
- Category 3: Invest in organization efficiency by updating existing policies and procedures, developing new policies and procedures, and training staff in the implementation of them.
- Category 4: Invest in the organization by addressing infrastructure needs.
- Category 5: Payoff Debt.

Category 1: \$1,000,000: Private Investment for Community Benefit		
Performing Arts Center	\$1,000,000	
		\$ 1,000,000
Category 2: Marketing		
Susanville Marketing Campaign	\$159,048	
		\$159,048
Category 3: Policies/Procedures		
Complete General Plan Update 50%	\$200,000	
		\$200,000
Category 4: Infrastructure		
Fire Department Heating/Roof	\$520,000	
Police Department Interior/Exterior Roof	\$250,000	
City Hall Interior Repairs	\$75,000	
		\$845,000
Category 5: Payoff Debt \$447,462		
PNC Bank : City Hall Loan	\$447,462	
		\$447,462
	TOTAL	\$2,651,510
TOTAL ARPA FUNDS AVAILABLE		\$2,651,510

Category 1: Private investment for community benefit.

Investing ARPA funding into the development of a privately operated performing arts center for public benefit is a decision that can yield significant long-term advantages for our city. Such a project not only serves as a cultural hub but also fosters economic growth and community cohesion. Private projects often possess the agility and resources necessary to implement creative solutions to complex challenges.

A performing arts center has the potential to revitalize our city's cultural landscape, offering diverse programming that enriches the lives of residents and attracts visitors. By leveraging ARPA funds to support this project, we can stimulate job creation in the arts sector, bolstering our local economy and providing opportunities for artists and performers.

The establishment of a performing arts center in the heart of the community not only enhances cultural enrichment but also preserves the historic integrity of the Sierra Theater, ensuring that it remains a cherished and invaluable asset for generations to come.

Category 2: Marketing

Using ARPA funding for a comprehensive marketing campaign is an investment with far-reaching benefits for our city. In times of economic uncertainty and recovery, effective communication is paramount to stimulate local commerce, attract investment, and foster community resilience. A well-executed marketing campaign can showcase the unique attributes of our city, highlighting its strengths, attractions, and opportunities for growth. By strategically promoting our city as a desirable destination for tourism, business, and investment, we can stimulate economic activity, create jobs, and generate revenue streams vital for our post-pandemic recovery efforts. Moreover, a robust marketing campaign can enhance community pride and engagement, instilling confidence in residents and stakeholders alike. By leveraging ARPA funds to support a dynamic marketing initiative, we not only amplify the visibility of our city on a regional and national scale but also lay the groundwork for sustained prosperity and vitality in the years to come. Investing in a marketing campaign is not just an expenditure; it's an investment in the future success and prosperity of our city and its residents.

Category 3: Policies and Procedures

Investing in a comprehensive update of the city's general plan is not merely a matter of urban planning; it is a strategic move that can significantly bolster economic prosperity. By ensuring that our city's policies align with current economic realities and future opportunities, we can attract investment, stimulate job creation, and foster business growth. A well-crafted general plan update can identify strategic areas for development, streamline regulatory processes, and promote development that supports a diverse economy.

Investing ARPA funding in a comprehensive update of the city's general plan is essential to ensuring the continued economic well-being and growth of our community. The general plan serves as the backbone of our city's development, guiding decisions on land use, transportation, housing, safety, and environmental protection. By allocating ARPA funds to update the general plan, we can ensure that our policies and strategies are relevant, responsive, and reflective of our current needs and priorities.

Category 4: Infrastructure

Investing ARPA funding into repairing vital city buildings, including the police department, fire department, and city hall, is an imperative step towards safeguarding the well-being and safety of our community. These buildings are paramount to the provision of essential city services. Neglecting their maintenance jeopardizes the functionality of these critical facilities. By allocating Investing in infrastructure improvements demonstrates our commitment to prioritizing public safety and civic engagement, instilling confidence in residents and building public trust.

Furthermore, investing in the repair of vital city buildings has broader economic implications, serving as a catalyst for local job creation and economic activity. The construction and renovation projects necessitated by building repairs will generate employment opportunities for construction workers, contractors, and other related industries, stimulating economic growth at the local level.

Category 5: Pay-off debt

Using ARPA funding to pay off debt is a strategic and prudent decision that can yield numerous benefits for our city's financial health and long-term stability. By alleviating the burden of existing debt obligations, we can free up valuable resources that can be redirected towards critical priorities such as infrastructure improvements, public services, and economic development initiatives. Paying off debt not only reduces interest payments over time but also improves our city's creditworthiness, potentially lowering borrowing costs for future projects and investments. Moreover, reducing debt levels enhances our fiscal resilience, providing a buffer against economic downturns and unforeseen emergencies.

Conclusion:

The proposed expenditure plan for the ARPA funds reflects a thoughtful and strategic approach aimed at addressing the immediate needs of our community while also laying the groundwork for long-term resilience and prosperity. The plan prioritizes investments across five key categories, encompassing private investment for community benefit, marketing, policies and procedures, infrastructure, and debt repayment. Through careful consideration of public input, council direction, and community benefit, this plan seeks to maximize the impact of ARPA funds, ensuring that they are utilized effectively to support economic revitalization, enhance public services, and promote the well-being of all residents.

Attachment A

Project List

PROPOSED IDEAS/PROJECTS	Overall Score	Funding Category	Recommended
Code Enforcement Abatement Fund	30	3	
Sewer Capacity Study	30	4	
Backhoe with Mowing Boom	27	4	
New Christmas Lights	27	3	
Stake Park Design - \$15,000	27	4	
Performing Arts Center	27	1	X
New Christmas Decorations (more than lights)	26	3	
Building Façade Vouchers	25	1	
Pay off Debt	25	5	X
Repair Tennis Courts	23	4	
Animal Control Program Funding	23	3	
Pickle Ball Courts	23	4	
City Hall Interior Repairs	23	4	X
S.E. Gateway Landscaping	23	1	
Elks Lodge Facility Support	23	1	
T-Hangars at Airport	22	4	
Fire Dept Heating	22	4	X
Police Dept Exterior Repairs	22	4	X
Electric Vehicle Charging Stations	22	4	
Goathead Abatement Program	22	3	
Hope Wheels	22	2	
Fire Dept Roof	22	4	X
Police Dept Roof	22	4	X
Police Dept Interior Repairs	22	4	X
Bark Park grass and site amenities	21	4	
Message Board at Memorial Park Bathroom	21	4	
Indoor Sports Facility	21	1	
Airport Fire Protection & Hydrants	21	4	
General Plan Housing Element	21	3	
Compost Facility	21	4	
Community Security Cameras	20	1	
Street Dept Equipment - Crack Sealer	20	4	
Museum Storage Building	19	4	
Solar Lights for Susan River Trail	19	4	
Fire Department Property Expansion	19	4	
Pool Landscaping	19	4	
Main Street Crosswalk Safety Improvements	19	4	
Scooters for the trail	18	3	
Main St. Decorative Solar Lights	18	4	
Main Street Safety Study Implementation	18	1	
Golf Course Irrigation Improvements	18	4	
Homeless Encampment Cleanup Funding	18	3	
Susan River Parkway	17	4	
Bike Rack/Bike Lane	17	4	
Uptown Pocket Park	17	4	
Veterans Memorial Exhibit in Memorial Park	17	4	
Development Infrastructure Improvements (internet improvements, bu	17	4	
Speed Survey Consultants	17	3	
Purchase Dr. Uppal's property for Crossroads Ministries \$1 million	17	1	
Little League Parking Improvemets	16	4	
Golf Course Tunnel	16	4	
Citizen's Boot Camp - How to keep your property safe	15	3	
Repave Susan River Trail	13	4	
Sidewalk Repair / New Sidewalk	12	4	
Improve Water Infrastructure for Fire Protection	12	4	
Marketing Susanville	12	2	
Susanville Agriculture Park	10	1	

Criteria Definitions:

- 1) Transparency: Proposed expenditure of funds will lead to improved public access/awareness to city government processes
- 2) Improve Main Street: Proposed expenditure of funds will lead to improvements to Susanville's Main Street.
- 3) Code Enforcement: Proposed expenditure of funds will improve the city's code enforcement program.
- 4) Improve Susan River Trail: Proposed expenditure of funds will improve the city's Susan River Trail.
- 5) Provision of Essential Services: Proposed expenditure of funds will benefit the provision of essential services. For example, facilities and equipment, training, additional budget resources, etc.
- 6) Homelessness: Proposed expenditure of funds will be used to address homelessness within the city of Susanville.
- 7) Infrastructure Improvements: Proposed expenditure of funds will improve the city's streets, utilities, parks, and building infrastructure.
- 8) Code and Policy Updates: Proposed expenditure of funds would lead to adoption of new or revised code and policy updates.
- 9) Enhancement of Economic Development: Up to three points

Proposed expenditure of funds would lead to improved opportunities for business development, business expansion or business profitability within the city. (one point)

Proposed expenditure of funds would lead to increased tourism opportunities within the city. (one point)

Proposed expenditure of funds would lead to increased industry within the city. (one point)

- 10) Community Benefit: The proposed expenditure of funds will have a long-term benefit to the community.
- 11) Alternative Source Likely: There is another funding source that can be used to accomplish the proposed project.
- 12) Health and Safety: Proposed expenditure of funds will improve health and safety within the community. Items such as community cleanliness, fire education/prevention, pedestrian safety, law enforcement, traffic safety, etc.
- 13) Return on investment: The proposed expenditure of funds will result in generating business activity, including increased retail activity, community pride, jobs, agency collaboration, etc. The return on investment category is rated on a scale of 1 to 5, with 1 being a perceived low return on investment and 5 being a perceived high return on investment.
- 14) Project Readiness: Proposed expenditure of funds is ready to proceed, there is a cost estimate identified and scope of work, and environmental clearance obtained or CEQA exemption eligible. Ranked on a scale of 0 – 4 with zero (0) being not ready, and one (1) point for each of the items described above.
- 15) Citizen Initiation: Proposed expenditure of funds has been initiated by one or more citizens.
- 16) Resources Required: Proposed expenditure of funds will require city resources. This category is ranked on a scale of 1 -10 with one (1) requiring significant resources and ten (10) requiring minimal resources.

RESOLUTION NO. 24-6304
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE USE OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

WHEREAS, the American Rescue Plan Act (ARPA) has provided funding to the City of Susanville to address the impacts of the COVID-19 pandemic and to promote economic recovery; and

WHEREAS, the City of Susanville has identified various critical needs for infrastructure improvements and economic development initiatives; and

WHEREAS, the City Manager has prepared a proposed ARPA Expenditure Plan for Council's consideration; and

WHEREAS, some of the items in the Plan include city facility improvements and economic development activities that should be initiated immediately to optimize their public benefit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Susanville as follows:

1) The City Council hereby approves the allocation of ARPA funds as follows:

- a. \$75,000 for interior repairs to Susanville City Hall.
- b. \$520,000 for repairing and replacing the roof and heating system at the Susanville Fire Department.
- c. \$250,000 for interior and exterior improvements and roof repairs at the Susanville Police Department.
- d. \$159,000 for a marketing campaign to promote economic recovery and tourism in Susanville.
- e. \$200,000 (50% of the total cost) for the update of the General Plan, a critical document guiding the future development and growth of Susanville.

2) The City Manager is hereby authorized to take all necessary actions to execute agreements, contracts, or other documents necessary to implement the allocation of funds as specified.

3) The City Council directs the City Manager to ensure that the allocation of funds is consistent with the guidelines and regulations set forth by the ARPA and any other applicable federal, state, or local laws.

4) The Finance Director is authorized to make budget modifications as necessary to implement the allocation of funds as specified.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

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The foregoing Resolution was adopted at a special meeting of the City Council of the City of Susanville held on the 23rd day of April, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney